

MEMO

To: Accessibility and Diversity, Equity and Inclusion Advisory Committee
From: Kathleen Gallagher, Senior Transportation Planner
Date: May 7, 2025
Subject: Draft Traffic Calming Policy



Reason for the Memo

Engineering is developing a Traffic Calming Policy, to outline the process that will be used to address unsafe and undesirable vehicular conduct. The project team is seeking feedback and support from the Accessibility and Diversity, Equity and Inclusion Committee for the draft Policy, which is attached to this memo as Attachment 1.

Background

In 2022, Saanich Council directed staff to develop a traffic calming policy. Moreover, Saanich's Active Transportation Plan (ATP) includes an action to develop a policy to guide implementation of traffic calming in support of safe and comfortable conditions for active transportation users. Similarly, the Road Safety Action Plan (RSAP), adopted by Council in October 2024, includes a primary action to develop a traffic calming policy and program.

The Road Safety Action Plan is a 10-year plan to achieve Vision Zero, which is a philosophy that road fatalities and serious injuries can and should be eliminated while providing safe, healthy and equitable mobility for all road users. District policy prioritizes a multi-modal transportation network that is equitable and environmentally sustainable, and services increasingly compact and complete communities.

Purpose

The purpose of this policy is to provide direction on the administration and implementation of traffic calming in Saanich. It describes a process for implementation of traffic calming for two types of projects:

1. Individual Residential roads and non-Residential roads determined to be designed as Neighbourhood Bikeways, inside the Urban Containment Boundary.
2. Special Project Areas, which are projects that require more effort to identify issues and develop traffic calming approaches. Special Project Areas are for projects that:
 - are proposed for a Collector road or Major road;
 - include two or more roads; or
 - are Residential roads outside the Urban Containment boundary.

Goals

The goals of the policy are to:

1. Improve livability in neighbourhoods
2. Increase active transportation
3. Improve safety and the perception of safety for people travelling by all modes

4. Establish an equitable and transparent approach to traffic calming
5. Align driver behaviour with surrounding land uses

Road design is a key element of the Safe System Approach outlined in the Road Safety Action Plan and implementation of this policy will enable staff to modify road designs using a variety of proven measures to compel drivers to travel in ways that are appropriate for the surrounding context.

Evaluation

Included in the policy is background on how potential projects are identified, assessed and prioritized, as well as information on how the stakeholder is kept up to date, if the project was suggested by an external agency or member of the public.

Implementation

The policy includes information on how the projects will be implemented, for both individual road projects and Special Project Areas. Staff will use guidance documents such as the *British Columbia Active Transportation Design Guide* and the Transportation Association of Canada's "*Canadian Guide to Traffic Calming*". The solutions to be implemented will be outlined in a technical memo and input will be sought from internal stakeholders, external agencies and the public. The effectiveness of the project will be evaluated using data collected before and after implementation. More initial public engagement will occur and a project charter will be developed for Special Project Area projects, as these have a larger scope and involve higher classifications of roads, impacting more people.

Project Schedule

The schedule for the project is provided below:



Public and Stakeholder Engagement

Administration is currently in the public engagement phase of the project schedule. Pop up engagement events have been scheduled to reach the general public and targeted workshops are being hosted to discuss the policy with specific groups. The following stakeholders have been invited to participate in workshops:

GOVERNMENT	
Neighbouring Municipalities	<ul style="list-style-type: none"> Victoria, Esquimalt, Oak Bay, View Royal, and Central Saanich
EXTERNAL STAKEHOLDERS	
Community Associations	<ul style="list-style-type: none"> Neighbourhood Community Associations

	<ul style="list-style-type: none"> • Saanich Community Association Network
Agencies	<ul style="list-style-type: none"> • BC Transit • Ministry of Transportation and Infrastructure • Capital Regional District • Vancouver Island Healthy Authority (Island Health) • Road Safety BC • Commercial Vehicle Safety and Enforcement • Insurance Corporation of British Columbia (ICBC) • British Columbia Automobile Association • BC Emergency Health Services • Greater Victoria Public Library
Schools	<ul style="list-style-type: none"> • Administration for School District 61 and 63 • Victoria Confederation of Parent Advisory Councils • University of Victoria • Camosun College
Accessibility	<ul style="list-style-type: none"> • Canadian National Institute for the Blind • Victoria Disability Resource Centre • Canadian Federation of the Blind • Disability Alliance of BC • Access for Sight Impaired Consumers • Vision Loss Rehabilitation Canada • Institute of Aging and Lifelong Health
Development Industry and Businesses	<ul style="list-style-type: none"> • Urban Development Institute (UDI) • UDI Saanich Liaison Committee • Greater Victoria Chamber of Commerce
Advocacy Groups	<ul style="list-style-type: none"> • Capital Bike • Walk On Victoria • Livable Roads for Rural Saanich • MADD Victoria and Area – Impaired Driving Prevention • Vancouver Island Safety Council
Seniors	<ul style="list-style-type: none"> • Goward House Society • Silver Threads Service Saanich • The Heights at Mt. View Long-term Care • Cordova Bay 55 Plus • Baptist Housing • Victoria Native Friendship Centre Elders

The following public engagement tools and activities are included in the process:

Activity/Tool	Overview / Objectives	Timing
Initial review with Transportation Advisory Committee	To inform the committee about the Policy and consult on the contents of the draft Policy	March 27, 2025
Website	To provide clear and up-to-date information about the Policy	Ongoing, beginning April 2025
Internal Consultation	To inform stakeholders about the Policy and to consult on the contents of the draft Policy	April 2025
External Workshops	To inform stakeholders about the Policy and to consult on the contents of the draft Policy	May 6 and 8, 2025
Online Survey	To gather input on the draft Policy	Mid-April to May 31, 2025
Pop Up Public Engagement	To inform the public about the Policy and consult on the contents of the draft Policy in a time efficient and informal setting	Late-April and May, 2025
Presentation to Accessibility and Diversity, Equity and Inclusion Advisory Committee	To inform the committee about the Policy and consult on the contents of the draft Policy	May 7, 2025
Final check in with Transportation Advisory Committee	To advise the committee as to the feedback received through engagement activities and how the comments are being used. To advise the committee as to the contents of the version that will be before the Committee of the Whole.	June 26, 2025

As required, administration will adjust the policy to reflect the comments received.

Response Options

The project team is looking for support and feedback from the Accessibility and Diversity, Equity and Inclusion Committee regarding the draft policy.

Conclusion

Thank you for your time and efforts in reviewing the draft Traffic Calming Policy. Your feedback and support are appreciated.

Prepared by

Kathleen Gallagher

Senior Transportation Planner

Attachments

- Attachment 1 – Draft Traffic Calming Policy

DRAFT Traffic Calming Policy

For public engagement only

Drafted March 18, 2025

1.0 Introduction

The District of Saanich is a Vision Zero community and the safety and comfort of all people travelling on our roads is a top priority. District policy prioritizes a multi-modal transportation network that is equitable and environmentally sustainable, and services increasingly compact and complete communities.

Unsafe actions such as speeding and undesirable behaviours such as cutting through areas that are not designed for high traffic enroute to other destinations can have a negative impact on livability, as well as residents' motivation to use active travel modes, including walking, cycling, and rolling.

This traffic calming policy has been developed to articulate the process that Saanich staff will follow to address unsafe and undesirable vehicular conduct. Road design is a key element of the Safe System Approach and implementation of this policy will enable staff to modify road designs to compel drivers to travel in ways that are appropriate for the surrounding context.

2.0 Background

In 2022, Saanich Council directed staff to develop a traffic calming policy.

Saanich's updated Active Transportation Plan includes an action to develop a policy to guide implementation of traffic calming in support of safe and comfortable conditions for active transportation users. Similarly, the Road Safety Action Plan, adopted by Council in October 2024, includes a primary action to develop a traffic calming policy and program.

This policy responds to the actions of the Active Transportation Plan and Road Safety Action Plan. It replaces the "*Manual on Policies and Procedures for Traffic Calming in Saanich*" that was approved by Council in March 2000 and it builds on the following Neighbourhood Traffic Calming documents:

- Mount Tolmie Neighbourhood Traffic Management Study (1996)
- North Dairy/West Shelbourne/Camosun Neighbourhood Traffic Calming Plan (1999)
- North Dairy/West Shelbourne/Camosun Traffic Calming Review (2002)

- Tillicum-Gorge Neighbourhood Transportation Management Plan (2003)
- North Quadra Neighbourhood Transportation Management Plan (2005)

2.1 Road Classifications

Saanich has a large multi-modal transportation network that connects people to destinations within Saanich and throughout the region. This includes a road network that consists of different road classifications that perform different functions within the network. The road classifications provide the framework for this policy.

Roads in Saanich are classified in the Official Community Plan (OCP) as *Highway*, *Major*, *Collector*, and *Residential* (Map 8). Each classification has characteristics that reflect the intended role of the road within the transportation network. Major and Collector roads have higher traffic volumes and speeds and are intended to facilitate longer distance trips throughout Saanich. Residential roads provide access to neighbourhoods and are intended to accommodate lower traffic volumes and speeds. Collector roads generally connect users between Residential roads and Major roads. The Ministry of Transportation and Transit has jurisdiction over Highways, which generally have the highest volumes and facilitate the longest trips, often between municipalities in the Capital Regional District.

3.0 Purpose

The purpose of this policy is to provide direction on the administration and implementation of traffic calming in Saanich. It outlines a process for implementation of traffic calming for two types of projects:

1. Individual Residential roads and those non-Residential roads determined to be designed as Neighbourhood Bikeways, inside the Urban Containment Boundary.
2. Special Project Areas, which are projects that require more effort to identify the issues and develop traffic calming approaches. Special Project Areas are for projects that:
 - are proposed for a Collector road or Major road;
 - include two or more roads; or
 - are Residential roads outside the Urban Containment boundary.

4.0 Goals

The goals of this policy are to:

1. Improve livability in neighbourhoods
2. Increase active transportation
3. Improve safety and the perception of safety for people travelling by all modes

4. Establish an equitable and transparent approach to traffic calming
5. Align driver behaviour with surrounding land uses

5.0 Evaluation

5.1 Identifying Projects

Staff will identify potential traffic calming project locations in the following ways:

- Through stakeholder inquiry
- In coordination with capital or development projects
- Through informal observation, in response to a data collection initiative, or based on the results of a safety review
- By referencing a Saanich plan

The extents of the identified location will be determined as the situation requires (for example: in some cases the problem area would be limited to only one block, whereas in others it may be kilometres of road that are an issue). Traffic calming projects will not be considered on dead-end roads that only access residential properties. Should a potential project be identified for a Highway (ie. for a location over which Saanich does not have authority), the project suggestion will be referred to the Ministry of Transportation and Transit.

5.2 Classifying Projects

Potential traffic calming projects will be classified into the two types outlined in section 3.0 *Purpose*. If the project is proposed for an individual Residential road it falls into the first type. If the project is proposed for a non-Residential road and it is determined by Saanich administration that the location would be suitable for a Neighbourhood Bikeway implementation, it would also fall into the first type.

If staff determine that measures implemented on one Residential road or Neighbourhood Bikeway will impact the traffic patterns on an adjacent road(s), then concurrent traffic calming projects may be prioritized. However, if staff decide that a more comprehensive process is needed to determine traffic calming for two or more roads that may also include Major and Collector roads, then a Special Project Area will be identified.

The proposed project would be a Special Project Area if it meets the criteria in section 3.0 *Purpose*, in that it is located on a Collector road or Major road, it includes two or more roads, or is a Residential road outside the Urban Containment boundary.

For the first type of project, the need for traffic calming is assessed as outlined in section 5.3. For Special Project Areas, they are added to the list of projects and prioritized as identified in section 5.4, without being subject to the preliminary screening.

5.3 Assessing the need for traffic calming - Preliminary screening

For each identified location of the first type, staff will conduct a preliminary screening. Quantitative thresholds have been established for a series of metrics and data will be collected for each metric identified in Table 1. Traffic calming will be considered in situations where any of these thresholds are exceeded.

Table 1: Metrics and thresholds to pre-screen projects on Residential roads and non-Residential roads determined to be a Neighbourhood Bikeway

Road Classification	Metric	Threshold
Residential Road or road determined to be designed as a Neighbourhood Bikeway	Traffic volume	>1000 vehicles per day
	Vehicle speed	85 th percentile speed is ≥ 40 km/h
	Crashes resulting in a serious injury or fatality, and/or involving a vulnerable road user	≥ 1

If one of the pre-screening criteria is met, staff will confirm that a project will proceed at the proposed location, depending on available funding. The project will be placed on the list of projects to be prioritized and ranked.

If a project does not meet one of the pre-screening thresholds for traffic calming, then the process ends, and if there was a stakeholder inquiry, any applicants are notified in writing that the project will not proceed. For any location not meeting the pre-screening thresholds for traffic calming, there will be a two year waiting period before staff consider a request for that location again.

5.4 Prioritization

A master list of potential traffic calming projects for both Residential road or Neighbourhood Boulevard projects that pass the preliminary screening and Special Area Projects will be created. The projects will be prioritized using criteria such as:

- Close proximity or along a route leading to, one or more of the following uses and/or land use designations: school, park, playground, seniors' facility, community centre, hospital, Centre or Village
- Location in an equity-deserving area
- Lack of existing walking and/or rolling and cycling infrastructure
- Timeframe for infrastructure improvements identified through the Active Transportation Plan
- Lack of existing traffic calming measures, or traffic calming measures have been implemented but are not effective
- Evidence of a recent crash resulting in a fatality or serious injury

- Evidence of a recent crash involving a vulnerable road user
- Opportunity to coordinate traffic calming measures with other capital and development projects.
- Vehicle speeds, vehicle volumes and vulnerable user volumes

Projects will be prioritized for implementation on an annual basis as part of the budget planning process. The projects to be completed in the next calendar year will be identified in a technical memo. Stakeholders will be notified about the traffic calming projects to be completed.

6.0 Implementation of Projects on Residential Roads and for roads determined to be Neighbourhood Bikeways

The steps for implementing projects on Residential Roads or for those determined to be designed as Neighbourhood Bikeways are outlined below.

6.1 Determine the types of traffic calming measures appropriate

Staff will review the issues and opportunities for each project location and use guidance documents including the most recent edition of the *British Columbia Active Transportation Design Guide* and the Transportation Association of Canada's *Canadian Guide to Traffic Calming* to determine the types of traffic calming measures to be implemented.

Traffic calming measures constructed using rapid implementation methods are typically less expensive and more efficient to install than measures constructed using traditional methods. Rapid implementation methods may be used exclusively or in combination with traditional methods. When selecting which methods to use, staff will consider the efficient use of available funds and opportunities to test and evaluate measures before making them permanent.

6.2 Develop a technical memo

Based on an analysis of data and a review of relevant guidance documents, staff will prepare a technical memo that summarizes the issues and outlines the rationale for traffic calming for each location. The memo will also identify the geographic area of the project and include a concept plan that articulates the types and locations of traffic calming measures to be implemented.

6.3 Engage with community

In accordance with the District of Saanich Public Participation Policy, the technical memo will be referred to internal stakeholders and external agencies. Details from the technical memo, including the concept plan, will be shared with those who own property or reside on the subject road, as well as those who have requested the traffic calming (if applicable). Feedback received through engagement will be considered in development of the final technical memo.

6.4 Finalize the project and prepare for implementation

Staff will prepare the final technical memo. A summary of the comments received through engagement will be included. Any applicant(s) and those who own property or reside on the subject Residential road will be notified of the plan to implement traffic calming.

6.5 Implement, monitor, and evaluate performance

The traffic calming infrastructure is then implemented. Between year one and two of the project being implemented, monitoring will commence.

Data on vehicle volumes, vehicle speeds, and crashes will be collected in the project area and on adjacent roads, as needed, to determine if and how traffic patterns have been affected by the traffic calming measures. Data may also be collected on volumes of vulnerable road users and community experiences and perceptions.

The effectiveness of the project will be evaluated based on a review of the data collected before and after implementation. The evaluation results may lead to any of the following actions being taken:

- Modification or removal of any measures that are not leading to desired results
- Conversion of rapid implementation measures to permanent measures
- Installation of additional measures
- Consideration of new traffic calming projects on adjacent roads

If further action is deemed necessary, the project will be added back onto the master list of traffic calming projects, and it will be re-prioritized as per Section 5.4.

The technical memo for the project will be updated to include the results of the post-implementation evaluation.

7.0 Implementation of projects in Special Project Areas

Special Project Areas are situations that require more effort to identify issues and develop traffic calming approaches. The situations that would be considered Special Project Areas are described in section 3.0 *Purpose*.

The steps for implementing projects within Special Project Areas are outlined below.

7.1 Engage with community

Per the District of Saanich Public Participation Policy, staff will engage with internal stakeholders, external agencies, and the public as part of the process to develop the plan for traffic calming for Special Project Area projects. Staff will learn about issues and opportunities from the perspective of stakeholders during this step.

7.2 Determine the types of traffic calming measures appropriate

Based on an analysis of data, consideration of best practices, input received through engagement, and review of guidance documents including the *British Columbia Active Transportation Design Guide* and the *Canadian Guide to Traffic Calming*, Saanich staff will determine the appropriate traffic calming measures. The measures may be installed using rapid implementation methods, traditional construction methods, or a combination of both.

7.3 Develop a technical memo

Staff will prepare a technical memo summarizing the issues to be addressed through traffic calming, the geographic area of the project and a concept plan of the measures to be implemented. The memo will be circulated to stakeholders, external agencies, and the public (including those that own property on or reside on the subject roads) for review and comment. Final changes may be made to the memo based on the input received.

7.3 Develop a project charter

Drawing on the information in the technical memo, a project charter will be developed to document the scope of work, budget, opportunities for alignment with other projects, and a timeline for completion that may include phasing.

7.4 Finalize the project

The plan for traffic calming measures and project charter are finalized. Staff will notify stakeholders, external agencies, and the public of the plan for traffic calming.

7.5 Implement, monitor, and evaluate performance

The traffic calming infrastructure is then implemented. Between year one and two of the project being implemented, monitoring will commence.

Data on vehicle volumes, vehicle speeds, and crashes will be collected in the project area and on adjacent roads, as needed, to determine if and how traffic patterns have been affected by the traffic calming measures. Data may also be collected on volumes of vulnerable road users and community experiences and perceptions.

The effectiveness of the traffic calming project will be evaluated based on a review of the data collected before and after implementation. The results of the evaluation may lead to any of the following actions being taken:

- Modification or removal of any measures that are not leading to desired results
- Conversion of rapid implementation measures to permanent measures
- Installation of additional measures
- Consideration of new traffic calming projects on adjacent roads

If further action is deemed necessary, the project will be added back onto the master list of traffic calming projects, and it will be re-prioritized as per Section 5.4.

The technical memo for the project will be updated to include the results of the evaluation.

8.0 Defined Terms

85th percentile speed

The 85th percentile speed is the speed at or below which 85% of drivers are travelling. 15% of drivers are travelling above the 85th percentile speed. The 85th percentile speed tells us the speed at or below which most drivers perceive to be safe to drive, given the conditions.

Collector road

Collector roads have higher traffic volumes and speeds and are intended to facilitate longer distance trips throughout Saanich. Collector roads generally connect users between residential roads and Major roads.

Equity Deserving Areas

Equity Deserving Areas are areas in Saanich where there are higher concentrations of equity-deserving populations. An Equity Deserving Area is one that has a moderate to high equity score based on the equity analysis in the Road Safety Action Plan.

Highway

Highways in Saanich are maintained by the provincial government. The Ministry of Transportation and Infrastructure takes care of Highways 1, 17 and McKenzie Ave from Rainbow Street to Admirals Road.

Major road

Major roads have higher traffic volumes and speeds and are intended to facilitate longer distance trips throughout Saanich.

Neighbourhood Bikeway

Streets with low motor vehicle volumes and speeds that are suitable for motor vehicles and people cycling to share the road. Neighbourhood bikeways may include treatments such as signage, pavement markings, traffic calming, and traffic diversion to prioritize bicycles and make the facility comfortable for people of all ages and abilities (British Columbia Active Transportation Design Guide, page D5).

Recent Crash

A recent crash is a crash that has occurred within the last 5 years.

Residential road

Residential roads provide access to neighbourhoods and are intended to accommodate lower traffic volumes and speeds.

Serious Injury

An injury sustained by a road user that is reported by the Saanich Police Department and requires the road user to be admitted to hospital.

Short-cutting

Short-cutting (also called infiltration) occurs when drivers travel through a neighbourhood to bypass congestion or delay on an adjacent street to reach a destination outside the neighbourhood.

Special Project Area

Special Project Areas are projects that require more effort to identify issues and develop traffic calming approaches. Special Project Areas are for projects that:

- are proposed for a Collector road or Major road;
- include two or more roads; or
- are Residential roads outside the Urban Containment boundary.

Traffic Calming

Traffic calming refers to the range of approaches used to reinforce appropriate driver behaviour and support the creation of safer streets. References are most commonly to physical infrastructure designed to reduce vehicle speeds, reduce traffic volumes, or address traffic short-cutting. They may also include communications, enforcement and other non-infrastructure approaches (Active Transportation Plan, page 56).

Urban Containment Boundary

The regulatory boundary established within the Capital Regional District's Regional Growth Strategy and designated in the Official Community Plan that defines the boundary for urban and rural Saanich and the extent for urban growth and infrastructure and service standards. The Urban Containment Boundary protects rural and resource areas from urban development. The Regional Growth Strategy targets accommodating 95% of new dwelling units within the Urban Containment Boundary by 2038.

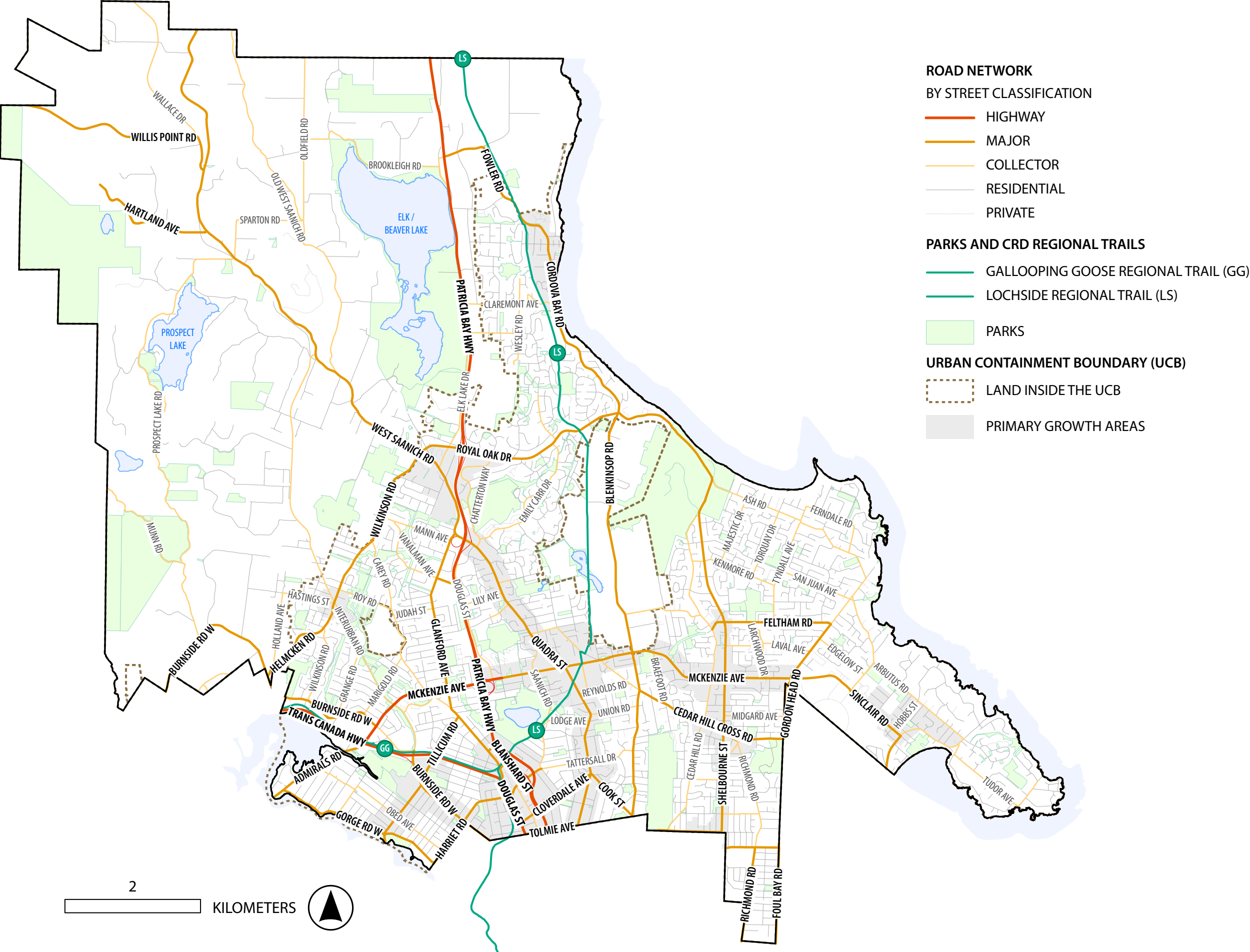
Vulnerable Road User

Vulnerable road users include pedestrians, cyclists, users of mobility devices, and motorcyclists. They are less protected from the impacts of a crash than those travelling within a motor vehicle.

Appendices

Appendix 1 – Saanich road network map ([page 104 of Official Community Plan](#))

Appendix 2 – Equity map ([page 16 of Active Transportation Plan](#))



DRAFT Traffic Calming Policy - Appendix 2

